

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OL/PD - 14	
1. TITLE OF REPORT (if a fill-in report include Form No.) Contract Procurement Activity						2. TYPE OF REPORT	
						<input checked="" type="checkbox"/>	STATISTICAL
							NARRATIVE
							MACHINE-NAME LISTING
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL		<input type="checkbox"/> TRAINING		ADMIN. GENERAL OTHER (specify)	
		<input checked="" type="checkbox"/> LOGISTICS		<input type="checkbox"/> SECURITY			
		<input type="checkbox"/> MEDICAL		<input type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED Original and 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly				6. DISTRIBUTION (No. of components not number of copies) 1 - OL/PMS 1 - OL/PD	
7. FORMAT (memorandum, form computer print-out, etc) Form 2936		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		<input checked="" type="checkbox"/> YES		IF YES GIVE ADP PROCESSING NO.		OL Procurement Notes 14, 19 & 26	
		<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report) Sections of Procurement Division per attached. Consolidated by Office of C/PD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Six from Procurement Division Sections - see descriptions attached			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-4	2.81		1	=	2.81		12 33.72
GS-5 (3)			4-1/2	=	15.42		12 185.04
GS-6 (2)			3	=	11.34		12 136.08
GS-7.1	3.89		2	=	7.78		12 93.36 *
GS-8.6	5.02		3	=	15.06		12 180.72
GS-13.6	9.40		1/6	=	1.56		12 18.72
GS-13.4	8.86		4	=	35.44		12 425.28 *
XXX COSTS OF COMPUTER PRODUCED REPORTS							
GS-14 (2)	10.07		1/4	=	2.52		12 30.24
GS-15	12.10		1/4	=	3.03		12 36.36
* Represents time spent in consolidating Section Reports.							
TOTAL COSTS PER YEAR						\$ 1,139.52	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. The only present method of compiling statistics on contract actions by Directorate, and components of Directorates. This is a feeder report to others received in Procurement Management Staff from Contracting Teams.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	
						DOLLARS	
						STAT	
16. DATE OF INVENTORY 9-22-70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130162-4					18. EXTENSION